

**VILLAGE OF WINNECONNE
FINANCE & PERSONNEL COMMITTEE
MEETING MINUTES
FROM MONDAY, JUNE 13th, 2011
VILLAGE ANNEX ROOM**

MEMBERS PRESENT: Sherry Livingstone, Andy Beiser

ALSO PRESENT: Village Administrator Steve Volkert, Trustees Chris Boucher & Doug Falk, Village President John Rogers, Clerk/Treasurer Jaci Stelzner, Public Works Director Chris Hardy, Paul Denis of Schenck Business Solutions, Ken Herdemann of BBE Investments.

MEMBERS ABSENT: Lyle Zabel - Excused

Meeting called to order by Sherry Livingstone at 6:30 PM.

Public Participation: None

Old Business:

Update on Loans: Jaci verbally reported that all loans were up to date. Andy had two questions on loans.

Investment Policy: Ken Herdemann explained where we are at with our investments, answered questions on the strength of investing in Fanne Mae and Freddie Mac and questions on why we should incorporate an investment policy. Motioned by Andy, seconded by Sherry to recommend to the Village Board to adopt the Investment Policy as presented. Motion passed (2-0).

New Business:

2010 Audit – Paul Denis presented the 2010 Audit. Few questions were brought forward by Sherry. Overall report showed Village is in good financial health with a marked improvement in the utilities with the increased rates that went into effect.

Jaci Stelzner left at 7:10 PM

Pay off of State Trust Fund Loan for Fire Station – Steve presented a proposal to pay off the State Trust Fund Loan of \$77,528.84 using remaining debt funds. Andy motioned, Sherry seconded to recommend to the Village Board to pay off the State Trust Fund Loan as of June 30th, 2011. Motion passed (2-0).

Review of Personnel Policy Manual – Sherry and Andy reviewed Chapter 1 of the Personnel Policy Manual. Sherry has two questions that Steve will look into and get back to her on it. Chapter 2 will be reviewed at the July meeting.

Donation Policy and Forms – Board received and asked for it to be tabled until July meeting.

Banking Option Proposals – Steve presented a synopsis on the three proposals by Anchor Bank, Citizens Bank and First National Banks in Winneconne. Steve presented documentation to support all three. The board asked Steve to go back to two of the banks and verify information received and report back at the July meeting.

ICMA Conference – Steve presented his proposal to join the ICMA and attend the Annual ICMA Conference held in Milwaukee this fall. Steve showed that in his employment agreement, he was to attend this conference every other year at Village expense. However, he felt that since the last two were well out of state, that money would be better spent attending state-wide conferences. Andy motioned, Sherry seconded to make the recommendation to the Village Board to join the ICMA and attend their annual conference September 17-21 in Milwaukee with a cost not to exceed \$1840. Motion passed (2-0).

Longevity Awards – Topic was brought back from Village Board. Discussion pursued on presented options. Motioned by Andy, seconded by Sherry to recommend to the Village Board to approve the Longevity Award plan with amendments. Motion passed (2-0).

Next Meeting – Next meeting set for Monday, July 11th – 6:15 PM.

Adjourn:

Motioned by Beiser to adjourn the meeting at 8:48 PM, seconded by Livingstone. Motion approved 2-0.

Minutes taken and submitted by Village Administrator – Steve Volkert